



ଓଡ଼ିଶା ସରକାର

GOVERNMENT OF ODISHA
OFFICE OF THE ENGINEER-IN- CHIEF ELECTRICITY-CUM-
PRINCIPAL CHIEF ELECTRICAL INSPECTOR, ODISHA,
UNIT-V, POWER HOUSE SQUARE, VIDYUT MARG, BHUBANESWAR
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Email: eic-epcei@nic.in

No. **5357** / Dated, Bhubaneswar the **7.12.2022**

**OPERATIONAL GUIDELINES FOR ONE TIME SETTLEMENT OF ARREAR ELECTRICITY
DUTY AND INTEREST IN RESPECT OF CONSUMERS WHO GENERATE ENERGY
FOR THEIR OWN USE OR CONSUMPTION (CAPTIVE CONSUMERS)**

- 1. Short Title:** -Operational guidelines for One Time Settlement of arrear electricity duty and interest in respect of consumers who generate energy for their own use or consumption (Captive Consumers) under Resolution No. ENG-BUD-ED-0005-2019/11797 dated 30.11.2022 of Department of Energy.
- 2. Extent:** -It shall extend to the whole of the State of Odisha.
- 3. Commencement:** -It shall come into force from the date of the issue of these guidelines.
- 4. Definition(s): -**
 - 4.1 EIC (Electricity)-cum-PCEI(O):** Engineer in Chief (Electricity)-cum-Principal Chief Electrical Inspector (Odisha)
 - 4.2 CE-cum-CEI:** Chief Engineer-cum-Chief Electrical Inspector
 - 4.3 ACE-cum-EI:** Additional Chief Engineer-cum-Electrical Inspector
(Superintending Engineer – cum- Electrical Inspector)
 - 4.4 Inspecting Officer:** Chief Engineer-cum-Chief Electrical Inspector or
Additional Chief Engineer-cum-Electrical Inspector
(Superintending Engineer – cum- Electrical Inspector)
- 5. Procedure: -**
 - 5.1** An application made under the resolution, shall be in **Form I** along with relevant enclosures. It shall be submitted in duplicate and accompanied by two copies of the statement of arrear ED as on 31.03.2022. The declaration in

prescribed format appended to these operational guidelines shall also be furnished in form of affidavit before Notary / First Class Magistrate on non-Judicial stamp paper of rupees 100/-.

- 5.2** The said application shall be submitted to the concerned Chief Engineer –cum- Chief Electrical Inspector or Addl. Chief Engineer-cum-Electrical Inspector by the owner or its authorized person within the stipulated period of two months from the date of issue of these operational guidelines.
- 5.3** The concerned Chief Engineer-cum-Chief Electrical Inspector or Addl. Chief Engineer-cum-Electrical Inspector on receipt of the said application shall acknowledge the receipt of the same in **Form II** within 4 (four) days of receipt of application in **Form-I**.
- 5.4** If the concerned Chief Engineer-cum-Chief Electrical Inspector or Addl. Chief Engineer-cum-Electrical Inspector finds any discrepancies or omissions in the application, he/she shall intimate the captive consumer vide **Form II (A)** for necessary compliance for re-submission, indicating details of the same in writing within 8 (eight) days from the date of the receipt of application in **Form-I**. The captive consumers shall comply **Form II (A)** within 12 (twelve) days from the date of receipt of application in **Form-I**.
- 5.5** After compliance by the applicant the acknowledgement of correct application shall be issued by the concerned Chief Engineer-cum-Chief Electrical Inspector or Addl. Chief Engineer-cum-Electrical Inspector in **Form II (B)** within 16 (sixteen) days from the date of receipt of application in **Form-I**.
- 5.6** The concerned Chief Engineer-cum-Chief Electrical Inspector or Addl. Chief Engineer-cum-Electrical Inspector may call for the records pertaining to the assessment and payments made etc. in **Form II(C)** within 25 (twenty-five) days from the date of receipt of application in **Form-I**, as necessary to verify the correctness of the particulars furnished in the said application. The outstanding demand shall be intimated to the Applicant by the Inspecting Officer after obtaining approval from the Settlement Committee constituted under 5.13 to the applicant in **Form II (D)** within 39 (thirty-nine) days from the date of receipt of application in **Form-I**.

- 5.7** The Applicant shall pay 10% of the outstanding demand as per **Form II (D)** and apply in **Form I (A)** to the concerned Inspecting officer within within 49 (forty-nine) days from the date of receipt of application in **Form-I**. For the applications in **Form-II (D)** received beyond this period, the Inspecting officer shall recommend to the Settlement Committee constituted under 5.13 for rejection of the said applications.
- 5.8** The committee constituted under 5.13 shall summarily reject the application, if the applicant has not paid 10% of the Demand issued in **Form II (D)**. The rejection order shall be in **Form III**. Any further application for OTS by the consumer shall not be entertained.
- 5.9** If the consumer deposits 10% of the outstanding demand as per **Form II (D)**, the concerned Chief Engineer-cum-Chief Electrical Inspector or Addl. Chief Engineer-cum- Electrical Inspector shall again verify the correctness of **Form I (A)** with reference to all relevant records & reassess the amount payable as per the resolution No. ENG-BUD-ED-0005-2019/11797 dated 30.11.2022 of Department of Energy and shall putforth before the committee constituted under 5.13 for decisions.
- 5.10** The concerned Chief Engineer-cum-Chief Electrical Inspector or Addl. Chief Engineer-cum- Electrical Inspector shall intimate the settled amount arrived as per the decision of the committee in **Form IV** called settlement order to the consumer with copy to EIC(Electricity)-cum-PCEI, Odisha and concerned Chief Engineer-cum-Chief Electrical Inspector within 56 (fifty-six) days from the date of receipt of application in **Form-I**.
- 5.11** The applicant need to pay the settled amount in full & final as per demand issued in **Form-IV** within a period of two months from the date of issue of this form.
- 5.12** If the consumer finds any difficulty to pay the settled amount within two months of issue of **Form-IV** he may write to the concerned Inspecting Officer along with the reasons, recorded in writing, well in advance at least 15 days before the expiry of stipulated 2 months and the Inspecting officer shall forward the same to EIC (Electricity) for extension of time within 3 days.

- 5.13** The Settlement Committee(s) are to be constituted by the EIC (Electricity) -cum- PCEI, Odisha for finalization of the settlement of arrear Electricity Duty. The concerned Chief Engineer-cum-Chief Electrical Inspector shall be the Chairman, concerned Addl. Chief Engineer-cum- Electrical Inspector shall be the Convener, Technical Assistant to concerned Chief Engineer-cum-Chief Electrical Inspector and Accounts Office/Auditor of the office of the concerned Chief Engineer-cum-Chief Electrical Inspector shall be the member in the said committee. All the relevant records along with application shall be placed before the committee for finalization of the settlement amount.
- 5.14** The settlement committee shall approve the statement of settlement of arrears under the resolution No. ENG-BUD-ED-0005-2019/11797, dated 30.11.2022 of Department of Energy shall be issued in **Form V**. The concerned Chief Engineer -cum- Chief Electrical Inspector or Addl. Chief Engineer -cum- Electrical Inspector shall cause service of the said statement of settlement of arrears with the final settled amount arrived as per the decision of the committee on the applicant endorsing a copy thereof to the EIC (Electricity) -cum- PCEI, Odisha or Chief Engineer-Cum-Chief Electrical Inspector.
- 5.15** The concerned Chief Engineer -cum- Chief Electrical Inspector or Addl. Chief Engineer -cum- Electrical Inspector shall reject the settlement of order in **Form VI** in case of non-payment in full by the applicant after obtaining due approval from the committee.
- 5.16** In case of rejection of settlement of arrears of Electricity Duty and interest, the amount paid by the applicant under this resolution shall be accounted for and adjusted against restored ED arrears as per usual rules/procedures under the relevant Act.
- 5.17** Applications in the prescribed form received after the stipulated period of 2 (two) months from the date of issue of these operational guidelines shall be liable to be summarily rejected.

Revocation of Settlement order:

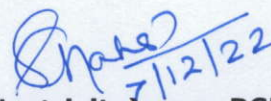
- 5.18** If it is found that the applicant has obtained the benefit of settlement under this Resolution by suppressing material, information or particulars / furnishing,

incorrect or false information or particulars, the Settlement order shall be liable to be revoked.

- 5.19** Before revocation of the settlement order of the arrears, the concerned Chief Engineer -cum- Chief Electrical Inspector or Addl. Chief Engineer -cum- Electrical Inspector may issue notice in **Form VII** requiring the applicant to show cause within fourteen days from the date of the receipt of the notice as to why the statement of settlement of arrears issued under the Resolution No.ENG-BUD-ED-0005-2019/11797 dated 30.11.2022 of Department shall not be revoked as per the provision of the Act.
- 5.20** The concerned Chief Engineer-Cum-Chief Electrical Inspector or Addl. Chief Engineer-cum- Electrical Inspector shall serve the order of revocation on the applicant in **Form VIII**, after obtaining necessary approval of the committee and also endorse a copy thereof to the EIC (Electricity) -cum- PCEI, Odisha and Chief Engineer-Cum-Chief Electrical Inspector.

Mode of Payment:

- 5.21** The Electricity Duty and interest due under the resolution shall be remitted to Government Treasury through e-payment and as a proof of payment copy of e-challan shall be furnished.


7/12/22
EIC(Electricity)-cum-PCEI, Odisha

FORM – I

APPLICATION FOR ONE TIME SETTLEMENT OF ARREAR ELECTRICITY DUTY & INTEREST

(All fields are mandatory and shall be filled by the applicant)

To

The Inspecting Officer
(Chief Engineer-cum-Chief Electrical Inspector /
Addl. Chief Engineer-cum- Electrical Inspector)

.....
.....

Sir/Madam,

I hereby make an application under the One Time Settlement scheme launched by Government vide Resolution No. ENG-BUD-ED-0005-2019/11797 dated 30.11.2022 of Department of Energy.

I hereby furnish the following particulars –

1. Name of the Applicant (in BLOCK LETTERS) :
2. Name of the Captive Consumer :
3. Capacity of generating units :

4. Address :

Registered Office Telephone No. Email ID.....
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Works Telephone No. Email Id.....
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3. Status of the Applicant :
(State whether captive units are running or not)

4. (i) Designation & Address of Inspecting Officer, :.....
who raised the ED demand.

(ii) Assessment year/period upto which the demand relates : 31.03.2022.

(iii) Issue No. and Date :

5. Details of arrear demand of Electricity Duty & interest in respect of which settlement is claimed.

Sl. No.	Details	Amount (in Rupees)
a.	Amount of demand raised by the Inspecting Officer which is sought to be settled. i. Arrear ED (Principal) ii. Interest	
b.	Amount claimed by the Consumer to be waived under this scheme. (i) Arrear ED(Principal) (ii) Interest (iii) Total (i) + (ii)	

Signature of Applicant

- Encl: 1) Demand letter
2) Certificate of Ownership
3) Authorization letter if the Applicant is not the owner
4) Identity proof of the Applicant
5) Any other relevant documents

DECLARATION

I (Name in Block Letters)
Son / daughter of
designation.....of M/s.
..... (Name of the Company) solemnly declare that the
information given in this application, statements and annexures accompanying it are
correct and complete to the best of my knowledge and belief and amounts of arrear and
other particulars shown therein are truly stated and related to assessment year / period
indicated in the application.

I further declare that I am making this application in my capacity as
(designation) and that I am competent to make this application.

M/s shall withdraw all the cases pending before any court
in respect of arrear ED demand & interest in case settlement is arrived.

M/s hereby declare that it shall not be a defaulter in
paying electricity duty in future.

M/s shall accept the revocation order, if any, under this
OTS Scheme.

Place :

Date :

(Name and Signature of Applicant)

By email

FORM –II
ACKNOWLEDGEMENT

To,

.....(Applicant)

Received an application in Form I under the Resolution No. ENG-BUD-ED-0005-2019/11797 dated 30.11.2022 of Department of Energy from at on The details of the application are as below:

- (1) Designation of the inspecting officer who raised the demand of ED :
- (2) Assessment Year upto which period the demand has been raised, : 31.03.2022
- (3) Amount of arrear as demanded in Rs. :
- (4) Mode of receipt i) by post
ii) by person concerned
iii) by courier
iv) by any other means
- (5) Documents received (i)
(ii)
(iii)
(iv)

Place :

Date :

**Signature and seal of
Inspecting Officer**

By email

FORM –II(A)

FORM FOR INTIMATION OF INCOMPLETE APPLICATION.

To,

.....(Applicant)

Received an application in Form I under the Resolution No. No. ENG-BUD-ED-0005-2019/11797 dated 30.11.2022 of Department of Energy from at on The details of the application are as below:

- (1) Designation of the inspecting officer who raised the demand of ED :
- (2) Assessment Year upto which period the demand has been raised, : 31.03.2022 .
- (3). Defects/Discrepancies noticed in application :
- i)
 - ii)
 - iii)
 - iv)

Place :

Date :

**Signature and seal of
Inspecting Officer**

By email

FORM –II(B)

ACKNOWLEDGEMENT OF CORRECT APPLICATION

To,

.....(Applicant)

Received an application in Form I and other compliances under the Resolution No. ENG-BUD-ED-0005-2019/11797 dated 30.11.2022 of Department of Energy from at on The details of the application are as below:

- (1) Designation of the inspecting officer who raised the demand of ED :
- (2) Assessment Year upto which period the demand has been raised, : 31.03.2022
- (3) Amount of arrear as demanded in Rs. :
- (4) Mode of receipt i) by post
ii) by person concerned
iii) by courier
iv) by any other means

Place :

Date :

**Signature and seal of
Inspecting Officer**

By email

FORM –II(C)

FORM FOR DOCUMENTS REQUIRED FOR RECONCILIATION.

To,

.....(Applicant)

Received an application in Form I under the Resolution No. ENG-BUD-ED-0005-2019/11797 dated 30.11.2022 of Department of Energy from at on The details of the application are as below:

- (1) Designation of the inspecting officer who raised the demand of ED :
- (2) Assessment Year upto which period the demand has been raised, : 31.03.2022
- (3) Amount of arrear (in Rupees) :

	Arrear ED(Principal)	Interest	Total
Electricity Duty			

(4). Requirement of documents pertaining to assessment and payment made

- a)
- b)
- c)

Place :

Date :

**Signature and seal of
Inspecting Officer**

By email

FORM –II(D)

FORM FOR INTIMATION OF FINAL OUTSTANDING AMOUNT AFTER RECONCILIATION.

To,

.....(Applicant)

Received an application in Form I under the Resolution No. ENG-BUD-ED-0005-2019/11797 dated 30.11.2022 of Department of Energy from at on The details of the application are as below:

- (1) Designation of the inspecting officer who raised the demand of ED :
- (2) Assessment Year upto which period the demand has been raised, : 31.03.2022
- (3) Outstanding demand (in Rupees) :
- (4) 10% of outstanding demand (in Rupees) to be deposited within 10 days of issue of this Form :

	Arrear ED(Principal)	Interest	Total
Electricity Duty			

Place :

Date :

**Signature and seal of
Inspecting Officer**

FORM – I(A)

**FINAL APPLICATION FOR ONE TIME SETTLEMENT OF ARREAR ELECTRICITY
DUTY WITH INTEREST**

To

The Inspecting Officer
(Chief Engineer-cum-Chief Electrical Inspector /
Addl. Chief Engineer-cum- Electrical Inspector)

.....

.....

Sir/Madam,

I hereby make an application under the One Time Settlement scheme launched by Government vide Resolution No. ENG-BUD-ED-0005-2019/11797 dated 30.11.2022 of Department of Energy.

I hereby furnish the following particulars –

1. Name of the Applicant (in BLOCK LETTERS) :
2. Name of the Captive Consumer :
3. Capacity of generating units :

4. Address :

Registered Office Telephone No. Email ID.....
--

Works Telephone No. Email Id.....
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5. Status of the Applicant :
(State whether captive units are running or not)

[P.T.O.]

- 6.
- (i) Designation & Address of Inspecting Officer :.....
who raised the ED demand.
- (ii) Assessment year/period Upto
which the demand relates : 31.03.22
- (iii) Issue No. and Date :
7. Details of arrear demand of Electricity Duty & interest in respect of which settlement is claimed.

Sl. No.	Details	Amount (in Rupees)
a	Amount of demand raised by the Electrical Inspector which is sought to be settled as per Form I i. Arrear ED(Principal) ii. Interest	
b.	Amount of revised demand sought to be settled as per Form II (D) . i. Arrear ED(Principal) ii. Interest	
c.	Payment made w.r.t to 10% of total arrear mentioned in sl b above.	
d.	Balance Amount to be dealt with under the Scheme (b-c) (i) Principal Electricity Duty (Principal) (ii) Interest	
e.	Indicate the mode of payment	

8. Payment proof in form of e-challan in details for remittance of 10% of arrear ED as per **Form II(D)** in Government Treasury.

Encl :- e-Challan copy

Signature of Applicant

By email

FORM –III
(ORDER OF REJECTION OF APPLICATION)

To,

.....

.....

(Name, address, status of the applicant)

Please take notice that you have filed an application dtd..... under the Resolution No. ENG-BUD-ED-0005-2019/11797 dated 30.11.2022 of Deptt. of Energy, Govt. of Odisha in respect of M/s.....(Name)

..... (address of the concern).

You have failed to deposit the 10% of the final arrear ED Demand as intimated vide **Form II(D)**.

The details of less payment are as below:

- (1) Amount of arrears due as per settlement.
- (2) 10% of the amount payable under the Resolution.
- (3) Amount deposited along with the application filed under the Resolution.
- (4) Less deposit (2-3)

So, your application is now rejected as per provisions of the Resolution No. dated of Department of Energy, Government of Odisha.

Place :

By Approval of the Settlement Committee

Date :

**Signature and seal of
Inspecting Officer**

Memo No. _____/

Dated _____

Copy submitted to the E.I.C.(Electricity)-Cum-PCEI, Odisha/ Chief Engineer-Cum-Chief Electrical Inspector for kind information.

**Signature and seal of
Inspecting Officer**

By email

FORM –IV
SETTLEMENT ORDER

To,

..... Applicant

Please take notice that you have filed an application datedunder Resolution No.Dated.....in respect of M/s.....(Name)..... . (Address of the concern) along with proof of payment for an amount of Rs. /- (Rupees Only) (in words) under the resolution and that after deducting the amount of payment already made by you towards the Electricity Duty / Interest for that period, you have to pay a further sum of Rs. /- (Rupees only) (in words). This balance of Electricity Duty / Interest shall be paid within two months days from the date of issue of the notice through e-challan, failing which the application filed by you shall be rejected.

- (1) Issue No. and date of the demand notice :
(2) Details of payment of arrears (in Rupees) :

		Arrear ED(Principal)	Interest	Total
(i)	Amount of arrears to be settled			
(ii)	Amount determined under resolution			
(iii)	Amount paid along with the application in Form I(A)			
(iv)	Balance amount of arrears to be paid {(ii) – (iii)}			

Place :

By Approval of the Settlement Committee

Date :

**Signature and seal of
Inspecting Officer**

Memo No. _____ / Dated _____

Copy submitted to the E.I.C.(Electricity)-Cum-PCEI, Odisha/ Chief Engineer-Cum-Chief Electrical Inspector for kind information.

**Signature and seal of
Inspecting Officer**

By email

FORM -V

STATEMENT OF SETTLEMENT OF ARREARS

Whereas,

.....
(Name, address and status of the applicant) had filed an application under the Resolution No. Dated in respect of (Name and address of the concern);

And, whereas, the Inspecting Officer determined the amount of Rs. /- (Rupees Only) (in words) payable by the applicant in respect of
(Name and address of the concern) in accordance with the provisions of the Act towards full and final Settlement of Arrears as per details furnished below;

And, whereas, the applicant has paid an amount of Rs. /- (Rupees only) (in words) being the sum determined by the designated authority.

Now, therefore, in exercise of the powers conferred by Resolution No. ENG-BUD-ED-0005-2019/11797 dated 30.11.2022 of Department of Energy the Order of Settlement of Arrears is issued to the said applicant.

(a) Certifying the receipt of payment from the applicant towards full and final settlement of arrears determined in the order of the Inspecting Officer in

.....
.....
(Assessment order No. / Act / year to which the assessment relates) dated in respect of

.....
(Name and address on the concern) on the application made by the aforesaid applicant on dt.

(b) Granting waiver of the balance amount of arrear payable as detailed below:

		Arrear ED (Principal)	Interest	Total
(i)	Amount of arrears sought for settlement			
(ii)	Amount determined under resolution in Form IV			
(iii)	Amount paid along with the application in Form I (A)			
(iv)	Balance amount paid as per demand notice in Form IV.			

Place :

By Approval of the Settlement Committee

Date :

**Signature and seal of
Inspecting Officer**

Memo No. _____ / Dated _____

Copy submitted to the E.I.C.(Electricity)-cum-PCEI, Odisha/Chief Engineer-Cum-Chief Electrical Inspector for kind information.

**Signature and seal of
Inspecting Officer**

By email

FORM –VI

(ORDER OF REJECTION OF SETTLEMENT OF ARREARS OF ELECTRICITY DUTY AND INTEREST)

To,

.....

.....
(Name, address, status of the applicant)

This is to inform that you have filed an application dated..... in Form-I under the Resolution No.ENG-BUD-ED-0005-2019/11797 dated 30.11.2022 of Department of Energy, Government of Odisha on dt. as per the provisions of the said Resolution containing the details below:

- (1) Designation of the Inspecting officer who raised the Demand :
(2) Assessment year / period upto which The order relates : 31.03.22
(3) Date of Demand notice in **Form IV** :
(4) Amount of arrears (in Rupees) :

Electricity Duty	Arrear ED(Principal)	Interest	Total
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As per provisions of the Resolution No.ENG-BUD-ED-0005-2019/11797 dated 30.11.2022 of Department of Energy, Government of Odisha, the application is hereby rejected due to non-payment of settled amount.

Place :

By Approval of the Settlement Committee

Date :

**Signature and seal of
Inspecting Officer**

By email

FORM –VII

(Show cause notice for revocation of the order of settlement of arrears)

To,

.....

.....
(Name, address, status of the applicant)

Please take notice that you have been issued order of settlement of arrears in Form V under Resolution No. dt. containing the following details:

- (i) Date of order :
- (ii) Issue number and date :
- (iii) Amount waived as below (iv to v) :
- (iv) Arrear Electricity Duty (Principal) :Rs
- (v) Interest :Rs

It is noticed that you have obtained the benefit of settlement under the Electricity (Duty)Act by suppressing material, information or particulars / furnishing, incorrect or false information or particulars (i.e.)

You are now directed to show cause within fourteen days from the date of receipt of this notice as to why the order of settlement of arrears shall not be revoked. If you fail to reply, the order of revocation shall be issued. The amount paid shall be adjusted towards electricity duty as per OED Act.

Place :

Date :

**Signature and seal of
Inspecting Officer**

By email

FORM –VIII
ORDER OF REVOCATION

Whereas,

.....
(Name, address of the concern) had been issued a order of Settlement of Arrears dated
..... in **Form V** in favour of
(Name, address & status of the applicant) containing the following details:

- | | |
|---|-----|
| (i) Date of order | : |
| (ii) Issue number and date | : |
| (iii) Inspecting Officer | : |
| (iv) Amount waived as below (v to vi) | : |
| (v) Arrear Electricity Duty (Principal) | :Rs |
| (vi) Interest | :Rs |

And, whereas, the Inspecting Officer came to know that the applicant had obtained the benefit of settlement under the Electricity Duty Act by suppressing material information / furnishing incorrect or false information / particulars (i.e.)

Now, therefore, the Inspecting Officer hereby revokes the order of settlement of arrears dated issued to the said applicant.

Place :

By Approval of the Settlement Committee

Date :

**Signature and seal of
Inspecting Officer**


Memo No. _____ / Dated _____ /

Copy submitted to the E.I.C.(Electricity)-cum-PCEI, Odisha/Chief Engineer-Cum-Chief Electrical Inspector for kind information.

**Signature and seal of
Inspecting Officer**


Memo No. 5358 / Dated 7.12.2022 /

Copy submitted to the Principal Secretary, Department of Energy, Government of Odisha for his kind information.


7/12/22
EIC (Electricity)-cum-PCEI,
Odisha, Bhubaneswar

Memo No. _____ / Dated _____ /

Copy forwarded to the C.E. cum C.E.I. (CZ/WZ/NEZ/SZ) and all A.C.E. cum E.I.s for information and necessary action.


EIC (Electricity)-cum-PCEI,
Odisha, Bhubaneswar